


SUBMISSION SETTINGS

Special Events Application

BuildConfigureReport

Submission settings

Edit how OpenForms handles form submissions.


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RECEIVE NOTIFICATION FOR SUBMISSIONS

This setting allows you to setup email notifications to one or more employees. They will receive an email each time a customer submits a form. You can even change the settings to attach a PDF version of the completed form to each email notification.

Receive notification for submissions

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Receiving email addresses

lisa@example.com,john@example2.com

Notification email subject

Notification email body

Insert Tag

▼

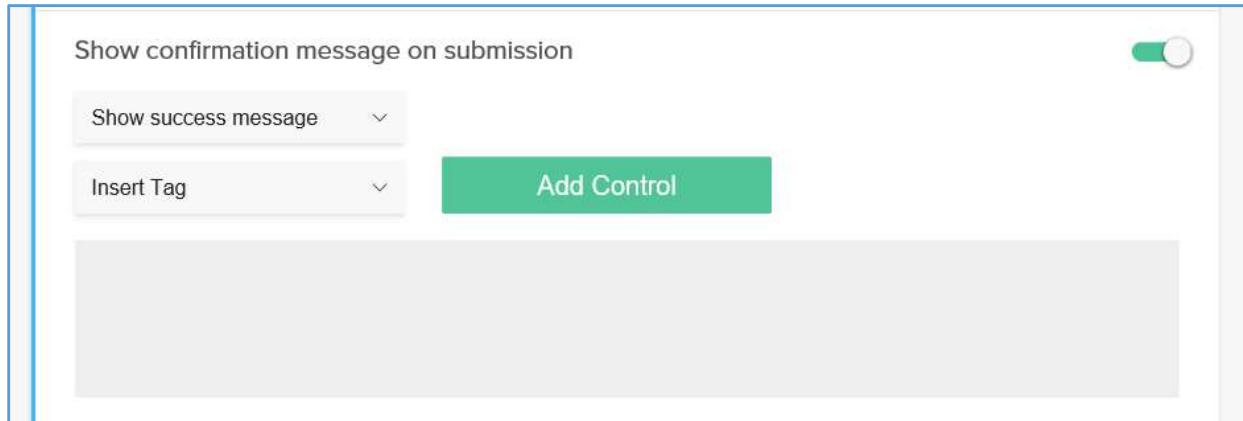
Add Control

Attach PDF copy of submission

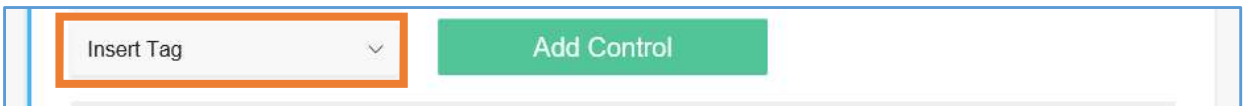
☐

SHOW CONFIRMATION MESSAGE ON SUBMISSION

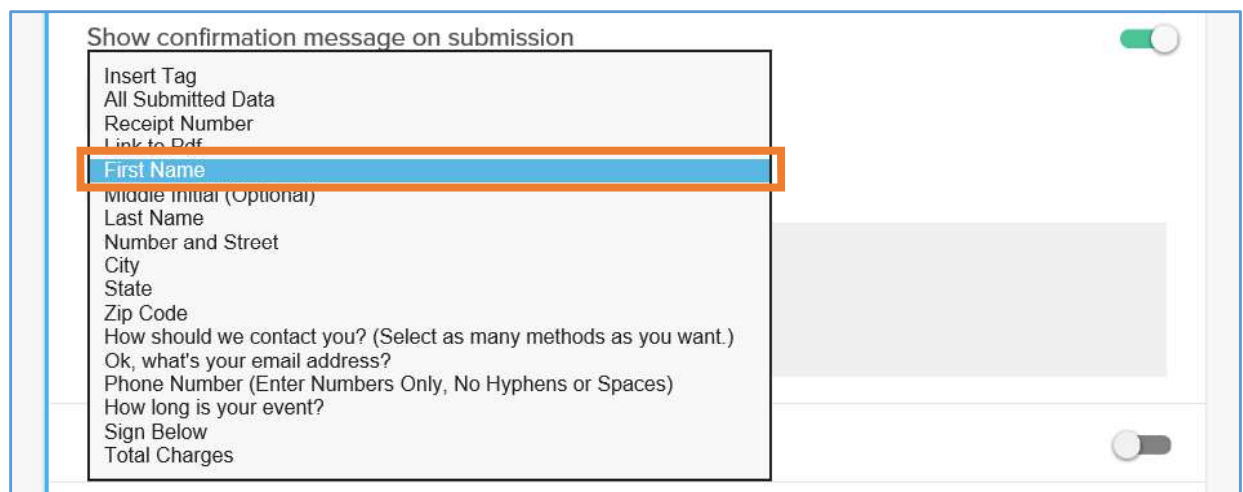
Using this setting, you can setup a message to display to customers every time they submit a completed form. You can even personalize the message to include their name if you collect it in the form. (See below.)



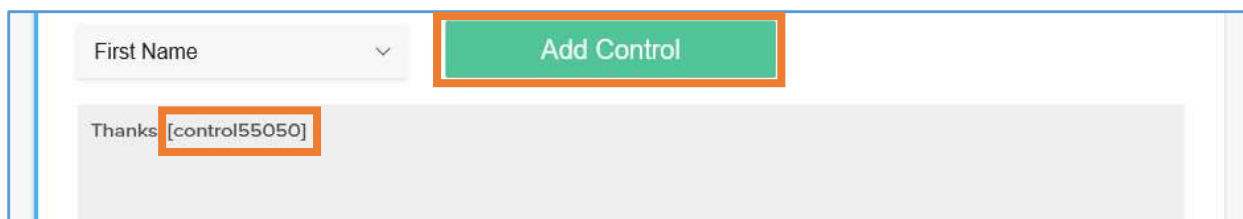
To include a field that the customer entered in the message, like first name, use the **INSERT TAG** dropdown menu.



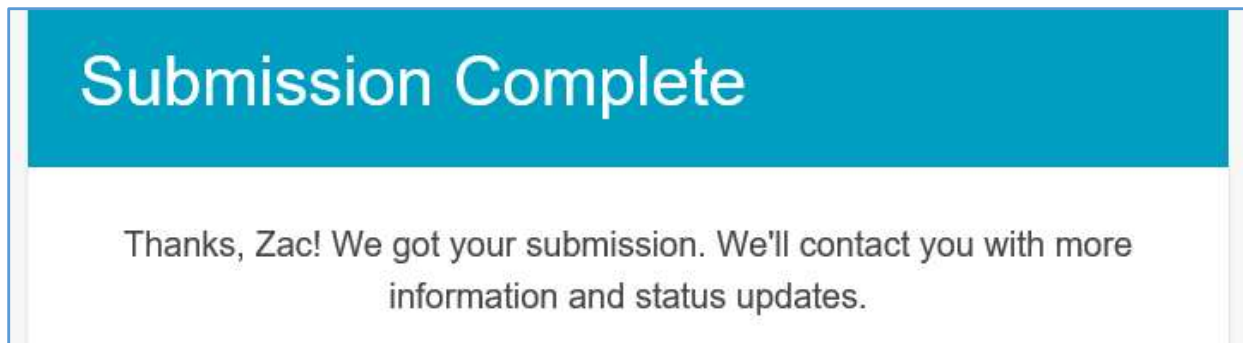
Choose the appropriate **FIELD** from the dropdown Menu.



Click **ADD CONTROL**, and the **FIELD CONTROL** will appear in your message text.



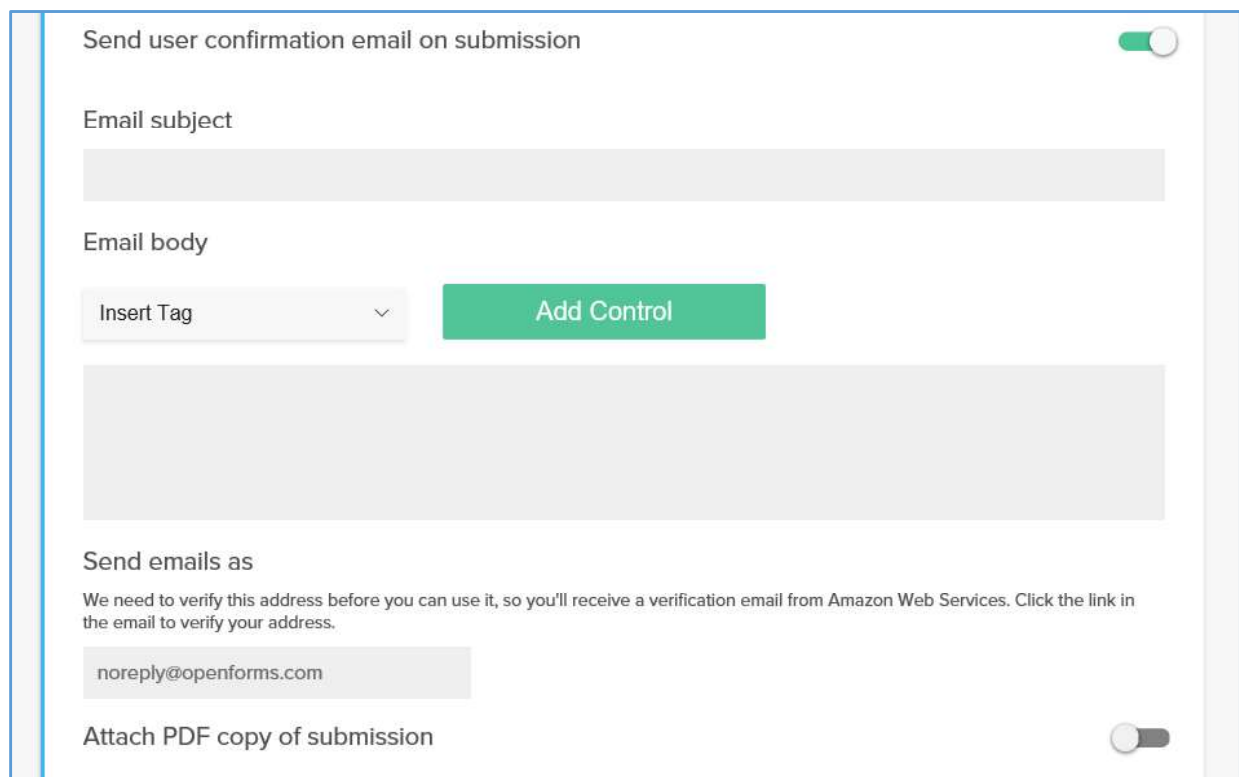
Finish typing your message. Now when customers submit their forms, they will see your message!



A screenshot of a confirmation message box. It has a blue header with the text "Submission Complete" in white. Below the header, on a white background, is the text "Thanks, Zac! We got your submission. We'll contact you with more information and status updates."

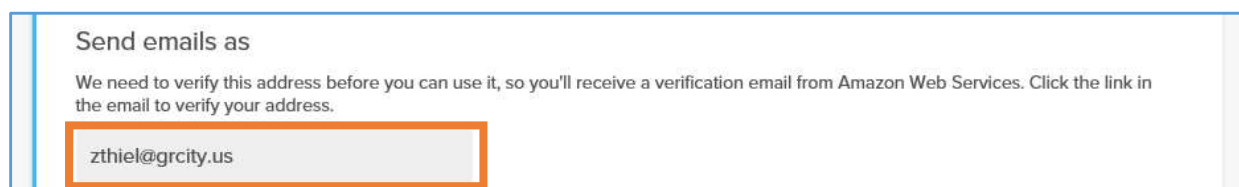
SEND USER CONFIRMATION EMAIL ON SUBMISSION

Toggling on this setting allows you to send an email to users confirming that their completed form was submitted. The features work similarly to those of the confirmation message discussed above.



A screenshot of the "Send user confirmation email on submission" settings panel. The panel has a title "Send user confirmation email on submission" with a green toggle switch to its right. Below the title are fields for "Email subject" and "Email body". The "Email body" field includes an "Insert Tag" dropdown menu and a green "Add Control" button. Below these fields is a large text area. At the bottom, there is a "Send emails as" section with a note: "We need to verify this address before you can use it, so you'll receive a verification email from Amazon Web Services. Click the link in the email to verify your address." Below this note is a text input field containing "noreply@openforms.com". At the very bottom, there is a toggle switch for "Attach PDF copy of submission".


One important note here is that you can change the **EMAIL ADDRESS** that the confirmation email is sent from. This is useful because if the customer replies, the reply goes to the appropriate inbox.



A screenshot of the "Send emails as" section of the settings panel. It shows the same note as the previous image. Below the note, the text input field containing "zthiel@grcity.us" is highlighted with an orange rectangular border.

LIMIT AMOUNT OF SUBMISSIONS

Turning this feature on allows you to limit the number of submissions accepted. This is useful for training sessions or other events with limited seating available. Simply enter the **NUMBER OF SUBMISSIONS** you need to limit the responses to and enter a **MESSAGE** users will see when the limit is reached.

Limit amount of submissions 

Amount of submissions

15

Submissions reached message

Registration is full! Sorry, all of the seats available in this session are reserved.